

Idaho State Historical Society
Financial Services
Quarterly Report
October-December 2002

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

October:

1. Was assigned to SBoE Advisory Committee on Human Resources. This committee is designed to provide Human Resources support to small agencies reporting to the Board of Education.
2. Transmitted hold-back impact statement to DFM.
3. Legislative auditors arrived to occupy the space prepared for their use by Jeanne and Barb last month.
4. Received authorization from Jeff Shinn, DFM, to fill the Education Specialist, (Kris Major), Interpretive Specialist, (Audra Sims), and OS1, (Pam York), position vacancies.
5. Did follow-up on reporting requirements relative to injured tour participant.
6. Revised and completed financial report for IHC Teacher Institute grant.
7. Prepared indirect cost calculation.
8. Prepared list of workgroup key responsibilities for Bobbi.
9. Compiled tours "soft cost", (salaries for preparation and participation), for cost benefit analysis.
10. Notice of fee revisions to be charged to ISHS in FY04 by Treasurer's Office, AG Office, SCO, Risk Management due to rate increases transmitted to DFM, LSO and SboE.

November :

1. Attended first SboE Agency Advisory Committee on Human Resources.
2. Requested funds from NPS for Cost Share to pass-through to City of Weippe and Lewis & Clark State College Library.
3. Attended agency Horizon Summit meeting.
4. Prepared workgroup perception list of agency outreach activities for Bobbi.
5. Reviewed DFM ISHS budget request input.
6. Processed request for NPS grant, (Save Americas Treasures-Cary Maps), limited service position.
7. Submitted workgroup technology report for Chris.
8. Received Hiring register for OS1 position.
9. Set up system to record Lewis & Clark trunk exhibit grant proceeds and disbursements.
10. Steve and I were interviewed by Susan Dennis and Marilyn Allen to assist with a class project to research the Budget preparation process and preparation.
11. Request announcement of Education Specialist position.
12. Updated Jeff Shinn, DFM, on status of ITD Bridge project.
13. Prepared final SHPO grant reimbursement calculations and processed last claim for funds on this grant. Prepared NPS SHPO financial report with Ann Swanson.
14. Responded to numerous requests for information and preparation of financial analysis for our visiting Legislative Auditors.

December :

1. Received notice from DPW that they had re-measured the space they are charging us for at the Assay building. Their new measurements, (apparently they just discovered there was a basement in the building and we are using it), will add \$9,400 to our FY04 occupancy costs for this building. This increase along with a projected space rental rate increase was included in our FY04 budget request that was presented to the Governor. Unfortunately this line-item was denied in the Governor's recommendation which will result in at least another \$9,400 of our general fund budget base.
2. Attended 2nd meeting of SBoE Human Resource Agency Advisory Committee.
3. Jeanne and I conducted interviews for OS1 position. Our top candidate, Teresa McRoberts accepted and will start January 6th.
4. Updated reconciliation of NHPRC financial status through November.
5. Continued to respond to Auditor's requests until I left on vacation December 16 through January 3rd. They left the agency during the last week of December.

Projects Underway:

1. Respond to additional budget package inquiries from DFM and LBO.
2. Review equipment and capital outlay purchases and disposal records and update SCO FAS system records.
3. Assemble final NHPRC financial data and prepare report.
4. Prepare response to other assorted inquiries from our Legislative Auditors e-mail requests.
5. Update and distribute equipment inventory lists to work groups for confirmation.
6. Initiate yearly personnel evaluation process.
7. Prepare fringe benefit calculation based on final FY2002 benefit costs.

Personnel:

Teresa McRoberts was selected and accepted the vacant OS1 position in the Fiscal Office.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger

Thank you.